

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Assistant Clerk</u>	Classification Code:	<u>00417800</u>
Salary Range:	<u>Gr. 4418A \$32,530 – \$36,493</u>	Reference Position Number:	<u>2725-10000-#366</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>May 26 – June 4, 2006</u>
Division/Section/Unit:	<u>Superior Court</u>		
Shifts and Days:	<u>Monday – Friday 1st</u>	Job Location:	<u>Any of the Four Counties</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional Technical Employees' Union, Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To perform, under the general supervision of the Clerk of the Superior Court of any of the counties as assigned, or any of the Deputies, those duties and responsibilities required in the handling and processing of legal transactions and trials, including data entry; and to do related work as required.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Such as may have been gained through graduation from a college of recognized standing with an Associate's Degree in Court Administration or Law Enforcement. Experience as an Assistant Clerk in one of the State's other tribunals, or in another capacity in the judicial system, or employment in a responsible position involving the interpretation and application of rules and regulations; or any combination of education and experience that is substantially equivalent to the above education and experience.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Joseph V. Conley
Deputy Superior Court Administrator/Clerk
250 Benefit Street
Providence, RI 02903
Fax: 401-222-8749

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)